



# Filing a Return as a Biodiesel Producer Upload a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

### **BENEFITS OF EPATH**

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

#### **Features**

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



**EPath Help** 

ACCESS
EPATH HELP
FROM EVERY
SCREEN

#### Login >

#### Log in to your Account

Username: Password:

Forgot your Password?

Continue

#### Create an Account

If you are not already using EPath to access your account, create an account now.

**Create Account** 

Watch Video on Creating an Account

#### Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

#### Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

**Due Dates Calendar** 

Please refrain from using the browser's back button while using this site.

This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

#### Main Menu >

#### File and/or pay taxes.

- ▶ File or Amend Return/Payment <sup>1</sup>
- ► Upload Additional Documentation 19

#### Select an account function to perform.

- ► Add/Edit User Accounts ①
- Cancel Licenses
- ▶ Print License Card

#### View History.

- ▶ View Account Activity <sup>1</sup>
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile <sup>1</sup> •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments <sup>1</sup> Output
- ▶ View Deleted Electronic Payments ①

Log out

# Main Menu ➤ File and/or pay taxes. File or Amend Return/Payment ① Dipload Additional Documentation ① Payment Only ①

#### Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

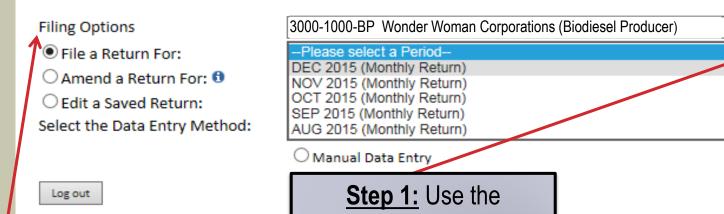
Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

dropdown boxes to

display license numbers

and returns

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 2: Choose from Filing Options to file, amend, or edit returns

Next

Back

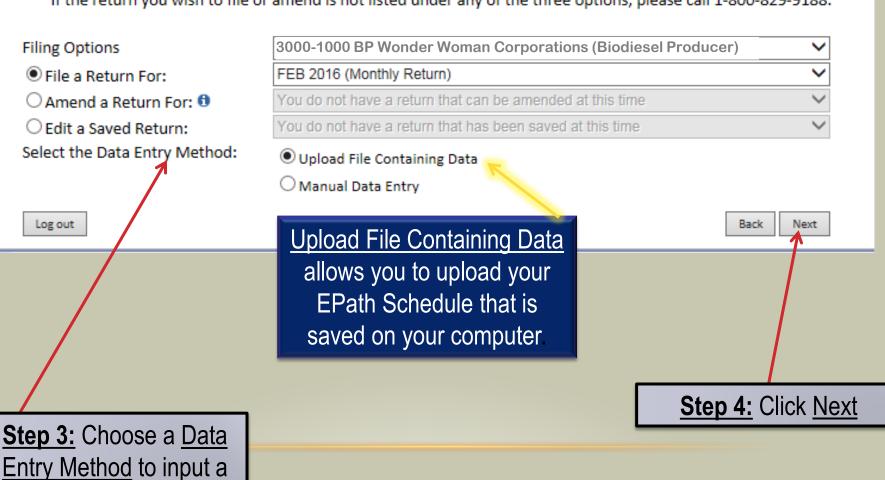
#### Tax Return Filing Menu ≻

schedule

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



#### SCHEDULE TYPES, PRODUCT CODES, AND MODES OF TRANSFER

Depending on the type of activity conducted, below are the schedule types, product codes, and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line(s) of Return
6a	This schedule type will report gallons sold tax exempt to a licensed exporter for export.	4
6b	This schedule type will report gallons sold tax exempt to a licensed blender.	4
6d	This schedule type will report gallons sold tax exempt to a licensed supplier purchasing the fuel for resale at a terminal.	4
5	This schedule type will report the total gallons of biodiesel sold with tax collected to unlicensed purchasers during the reporting period (this includes anyone not covered under the previously listed schedule types).	4

**❖** As a Biodiesel Producer you will only be reporting sales of clear Biodiesel and dyed Biodiesel.

Product Code	<u>Fuel Type</u>
284	Clear Biodiesel
290	Dyed Biodiesel

\* How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

#### Data File Definition

#### Data File Definition >

#### Filing FEB 2016 Return For 3000-1000 BP

Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. Refers to the lines that contain File Definition> column headings. If the EPath Skip the first | 7 lines of the file File Layout Schedule of Receipts and File Upload Fixed Length: File Preview Disbursements Template is used File contains no line feeds View Return no changes are needed Verify Info • Delimited File: Other: Field Delimiter: Comma (,) String Qualifier: Double Quote (") Other: Back Next The **Delimited File** 

The <u>Delimited File</u>
defaults to "comma" and
"Double Quote" No
changes are needed

Click Next

#### Data File Layout >

#### Filing FEB 2016 Return For 3000-1000 BP

Main Menu Logout

File Definition
File Layout
File Upload

File Upload
File Preview
View Return
Verify Info

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 🗸	Schedule Type	2	Required
2 🗸	Carrier Name	100	Required
3 💙	Carrier FEIN	10	Required
4 🗸	Mode	2	Required
5 💙	Origin State	2	Required
6 🗸	Destination State	2	Required
7 💙	Sold To	100	Required
8 💙	Purchaser FEIN	10	Required
9 🗸	Transaction Date	8	Required
10 🗸	Manifest Number	15	Required
11 🗸	Gross Gallons	9	Required
12 🗸	Product Type	3	Required
Reset Layout	Save Layout		

Reset Layout | Save Layou

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next.** 

<u>Field Name</u> is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

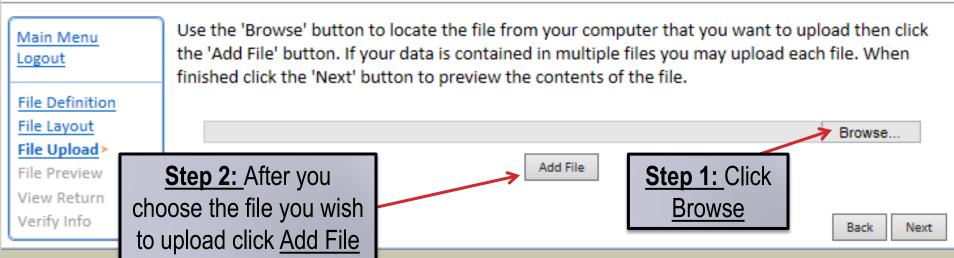
Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
5	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/08/2016	912345	200	284
5	A Purchas	99999999	J	SD	SD	A Carrier	999999999	02/11/2016	912345	200	284
5	A Purchas	99999999	J	SD	SD	A Carrier	999999999	02/19/2016	912345	200	290
6a	A Purchas	999999999	R	SD	AR	A Carrier	999999999	02/12/2016	912345	100	290
6b	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/17/2016	912345	200	284
6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	300	290
6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	200	284

#### Data File Upload ➤

#### Filing FEB 2016 Return For 3000-1000 BP

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Filing FEB 2016 Return For 3000-1000 BP



#### Data File Upload ➤

Main Menu

File Definition

File Layout

File Upload> File Preview

BP Summary

Verify Info

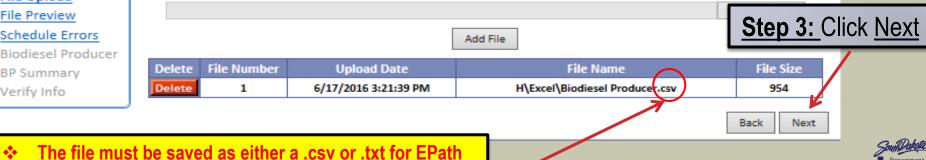
Schedule Errors

to recognize the data when the file is uploaded.

Logout

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selectina another file.



#### Supplier File Preview

#### Supplier File Preview ➤

#### Filing FEB 2016 Return For 3000-1000 BP

Main Menu Logout

File Definition
File Layout
File Upload
File Preview>

Ethanol Producer EP Summary Verify Info Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination St	tate
	Success	5	A Carrier	123456789	J	SD	SD	
ı	Success	5	A Carrier	123456789	J	SD	SD	
ı	Success	5	A Carrier	123456789	J	SD	SD	
ı	Success	5	A Carrier	123456789	1	SD	WY	
ı	Success	5	A Carrier	123456789	J	SD	WY	
ı	Success	5	A Carrier	123456789	J	SD	SD	
J	Success	5	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	6a	A Carrier	123456790	J	SD	SD	
	-							1

Click Next

Next

Back

Example: Failed Download

## If you did not get error messages click Next and skip the next slide

#### View Results >

**Step 1:** If you get error messages click on View under Error Codes

Filing FEB 2016 Return For 3000-1000 BP

Main Menu Logout

BP Summary Verify Info

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File Definition
File Layout
File Upload
File Preview
Schedule Errors>
Biodiesel Producer

Schedule Type Error Codes Carrier Name Failed View . 5 A Purchaser Failed View 5 A Purchaser Failed 5 A Purchaser View Failed View 6a A Purchaser A Purchaser Failed View 6b A Purchaser Failed 6d View View 6d A Purchaser

Page 1 of 1 | Total Records: 7

These are the results of the upload

Step 3: Click Back

This will open a new window that describes the error.

Total Records: 7 View Save

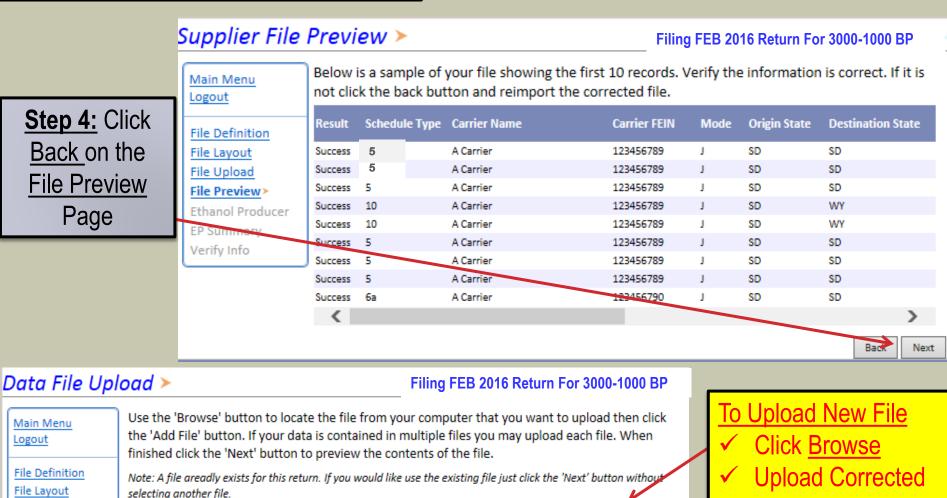
Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.



#### **Motor Fuel Return Error Code Descriptions**

You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurrs during the reporting period

#### **Example:** Failed Download Continued...



Biodiesel Producer

File Upload>

File Preview

**BP Summary** 

Verify Info

Schedule Errors

File Size Delete File Number **Upload Date** File Name Delete 6/17/2016 3:21:39 PM H\Excel\Biodiesel Producer.csv

Add File

Step 5: Click Delete and upload the corrected file

- File
- Click Add File
- Click Next

Browse...

Back

Next



#### EPATH - Motor Fuel > Filing FEB 2016 Return For 3000-1000 BP Main Menu Biodiesel Producer Return Logout BIODIESEL INVENTORY & SALES Clear Bio-Diesel Dyed Bio-Diesel Data Entry 1. Total gallons of biodiesel in producer's inventory at beginning of **Biodiesel Producer>** reporting period **BP Summary** 2. Total gallons of biodiesel produced during reporting period Payment Method Make Payment Subtotal gallons of biodiesel (Add Lines 1 and 2) 9.500 15,100 Verify Info 4. Total gallons of biodiesel sold to licensed purchaser during 6,500 8,100 reporting period(Attach Uniform Schedule of Disbursements - Type 6a, 6b, 5. Total gallons of biodiesel sold to unlicensed purchaser during 3.000 7.000 reporting period (Attach Uniform Schedule of Disbursements - Type 5) 6. Total gallons of biodiesel sold during reporting period (Add Lines 4 9,500 15,100 7. Total gallons of biodiesel remaining in inventory at end of 0 reporting period (Subtract Line 6 from Line 3) Clear Bio-Diesel Dved Bio-Diesel BIODIESEL PRODUCTION 8. Total gallons biodiesel sold during reporting period. (Record amount 9.500 15,100 from Line 6 here) 9. Total gallons of biodiesel produced out of state 10. Net gallons produced (Subtract Line 9 from Line 8) 9.500 15.100 TAXES AND FEES DUE Clear Bio-Diesel **Dyed Bio-Diesel** 11. Total gallons of ethanol/methanol used to produce biodiesel 12. Net credit due for gallons of ethanol/methanol used in \$0.00 \$0.00 production (Multiply Line 11 by \$0.14) \$0.00 13. Net credit due for gallons of ethanol/methanol used to produce \$0.00 biodiesel (Multiply Line 11 by \$0.02 TI Fee) 14. Total credit for this reporting period (Add Lines 12 and 13) \$0.00 \$0.00 15. Total gallons of biodiesel sold to unlicensed purchasers during 3.000 reporting period(Record amount from Line 5 here) 16. Fuel Tax Due (Multiply Line 15 by \$0.28) \$840.00 TOTALS 17. Tank Inspection Fee (Multiply Line 5 by \$0.02) \$200.00 18. Total Taxes and Fees (Add Lines 16,17 and subtract Line 14) \$1,040.00

TIP: Calculate entries before continuing on in the process.

> Step 1: Lines 1,2, 9, and 11 are entered in manually

Step 3: **Click Next** 

\$31.20

\$104.00

Next

\$1,175.20

Back



Step 2: Click Calculate

19. Interest

Calculate

20. Penalty Total taxes and fees for this reporting period (Add Lines 18, 19, and

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Main Menu Logout

Verify Info

Data Entry
Biodiesel Producer
BP Summary>
Payment Method
Make Payment

**TIP**: Always remember to review your entries before continuing on in the process.

#### Biodiesel Producer Return

BIODIESEL INVENTORY & SALES	Clear Bio-Diesel	Dyed Bio-Diesel
Total gallons of biodiesel in producer's inventory at beginning of reporting period	0	0
2. Total gallons of biodiesel produced during reporting period	0	0
3. Subtotal gallons of biodiesel (Add Lines 1 and 2)	0	0
Total gallons of biodiesel sold to licensed purchaser during reporting period (Attach Uniform Schedule of Disbursements - Type 6a, 6b, or 6d)	6,500	8,100
Total gallons of biodiesel sold to unlicensed purchaser     during reporting period (Attach Uniform Schedule of Disbursements     - Type 5)	3,000	7,000
6. Total gallons of biodiesel sold during reporting period (Add Lines 4 and 5)	9,500	15,100
7. Total gallons of biodiesel remaining in inventory at end of	-9,500	-15,100
reporting period (Subtract Line 6 from Line 3)		
BIODIESEL PRODUCTION	Clear Bio-Diesel	Dyed Bio-Diesel
<ol> <li>Total gallons biodiesel sold during reporting period. (Record amount from Line 6 here)</li> </ol>	9,500	15,100
Total gallons of biodiesel produced out of state	0	0
10. Net gallons produced (Subtract Line 9 from Line 8)	9,500	15,100
TAXES AND FEES DUE	Clear Bio-Diesel	Dyed Bio-Diesel
TAXES AND FEES DUE  11. Total gallons of ethanol/methanol used to produce biodiesel	Clear Bio-Diesel 0	Dyed Bio-Diesel 0
11. Total gallons of ethanol/methanol used to produce		
<ul><li>11. Total gallons of ethanol/methanol used to produce biodiesel</li><li>12. Net credit due for gallons of ethanol/methanol used in</li></ul>	0	0
Total gallons of ethanol/methanol used to produce biodiesel     Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)     Net credit due for gallons of ethanol/methanol used to	0 \$0.00	\$0.00
Total gallons of ethanol/methanol used to produce biodiesel     Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)     Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)	0 \$0.00 \$0.00	0 \$0.00 \$0.00
11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers	0 \$0.00 \$0.00 \$0.00	0 \$0.00 \$0.00
Total gallons of ethanol/methanol used to produce biodiesel     Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)     Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)     Total credit for this reporting period (Add Lines 12 and 13)     Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)	0 \$0.00 \$0.00 \$0.00 3,000	0 \$0.00 \$0.00
<ol> <li>Total gallons of ethanol/methanol used to produce biodiesel</li> <li>Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)</li> <li>Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)</li> <li>Total credit for this reporting period (Add Lines 12 and 13)</li> <li>Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)</li> <li>Fuel Tax Due (Multiply Line 15 by \$0.28)</li> </ol>	0 \$0.00 \$0.00 \$0.00 3,000	0 \$0.00 \$0.00
11. Total gallons of ethanol/methanol used to produce biodiesel  12. Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)  13. Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 Ti Fee)  14. Total credit for this reporting period (Add Lines 12 and 13)  15. Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)  16. Fuel Tax Due (Multiply Line 15 by \$0.28)	0 \$0.00 \$0.00 \$0.00 3,000	0 \$0.00 \$0.00 \$0.00
<ol> <li>Total gallons of ethanol/methanol used to produce biodiesel</li> <li>Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)</li> <li>Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 Ti Fee)</li> <li>Total credit for this reporting period (Add Lines 12 and 13)</li> <li>Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)</li> <li>Fuel Tax Due (Multiply Line 15 by \$0.28)</li> <li>TAXES AND FEES DUE</li> <li>Tank Inspection Fee (Multiply Line 5 by \$0.02)</li> </ol>	0 \$0.00 \$0.00 \$0.00 3,000	\$0.00 \$0.00 \$0.00 \$200.00
<ol> <li>Total gallons of ethanol/methanol used to produce biodiesel</li> <li>Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)</li> <li>Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)</li> <li>Total credit for this reporting period (Add Lines 12 and 13)</li> <li>Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)</li> <li>Fuel Tax Due (Multiply Line 15 by \$0.28)</li> <li>TAXES AND FEES DUE</li> <li>Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)</li> </ol>	0 \$0.00 \$0.00 \$0.00 3,000	\$0.00 \$0.00 \$0.00 \$200.00 \$1,040.00
<ol> <li>Total gallons of ethanol/methanol used to produce biodiesel</li> <li>Net credit due for gallons of ethanol/methanol used in production (Multiply Line 11 by \$0.14)</li> <li>Net credit due for gallons of ethanol/methanol used to produce biodiesel (Multiply Line 11 by \$0.02 TI Fee)</li> <li>Total credit for this reporting period (Add Lines 12 and 13)</li> <li>Total gallons of biodiesel sold to unlicensed purchasers during reporting period(Record amount from Line 5 here)</li> <li>Fuel Tax Due (Multiply Line 15 by \$0.28)</li> <li>TAXES AND FEES DUE</li> <li>Tank Inspection Fee (Multiply Line 5 by \$0.02)</li> <li>Total Taxes and Fees (Add Lines 16,17 and subtract Line 14)</li> <li>Interest</li> </ol>	0 \$0.00 \$0.00 \$0.00 3,000	\$0.00 \$0.00 \$0.00 \$1,040.00 \$31.20

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Biodiesel Producer Return. If no tax is due you will not reach this page.



Filing FEB 2016 Return For 3000-1000 BP

#### Step 1:

Choose a Payment Method

File Preview

EB Summary Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using



🔾 ACH Credit 🔞





A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

If you choose to make a payment at a later date select No Payment at this time and click Next.

make a payment if you choose to make a payment at this time

Step 2: Follow the prompts to

Step 3: Click Next

Back

Next

#### Verify Information ➤

Main Menu Logout

Data Entry
Biodiesel Produce
BP Summary

Payment Method Make Payment

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

#### **Return Information**

License:

3000-1000-BP

Name: WONDER WOMAN

File Code: Required Calendar Monthly

CORPORATIONS

Period: 02/2016

Return Due Date: 3/23/2016

Return Type: BP - Original

Total Tax Due: \$1,040.00 Interest/Penalty: \$135.20 Total Due: \$1,175.20

Payment Type: None

#### Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password:

Back

Submit

**Reminder**: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.



#### Confirmation Information >

#### Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

#### Return

License: 3000-1000-BP

Period: 02/2016

Return Type: BP- Original

Return Due Date: Mar 23, 2015

Total Amount Due: \$1,175.20

X

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: <a href="http://dor.sd.gov/epath/">http://dor.sd.gov/epath/</a>

## Questions?

Call: **605.773.8178** 

Email: <u>sdmotorfuel@state.sd.us</u>